



# Parent Handbook

See also the main Policy Document for further information.

Parents are encouraged to refer to the full document and the child safety policy available in the service, situated in the main hallway in the wall document holder.

**SEE ALSO COVID-19 POLICIES WHICH WILL BE IN PLACE FOR THE DURATION OF THE EMERGENCY AND NEW PARENTAL AGREEMENT**

**Address: St. Philip & St. James' Parish Centre, Cross Avenue, Booterstown, Blackrock, Co Dublin**

**Phone number: 085 1389123**

**Email: [montessoriorworld@gmail.com](mailto:montessoriorworld@gmail.com)**

**Website: [www.ourworldmontessoriblackrock.com](http://www.ourworldmontessoriblackrock.com)**

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## **Welcome to Our World Montessori**

We are committed to providing an early care and education service of the highest standard. We are registered with Tusla - The Child and Family Agency. Trained, motivated and friendly staff are the cornerstone of our service.

We aim to provide a quality service and a stimulating environment for children to develop their social, personal and educational skills and learn through a planned curriculum.

Your child's welfare and your peace of mind is most important to us. We provide a warm, loving, home-from-home environment, where each child is treated with respect and will develop and learn as individuals while feeling safe and secure.

We have a comprehensive set of policies and procedures that our staff are obliged to adhere to. This handbook is a shorter version of the main document, developed for your convenience. You are welcome to read our main document at any time. Just ask us!

*During the COVID 19 Emergency we also have additional policies to cover this emergency, along with a separate agreement*

Thank you for choosing Our World Montessori.

**Manager**

## 1. Children's Charter

Children's welfare and their rights to secure, healthy and happy childhood are paramount.

The experiences children receive in their early years are critically important in terms of future development.

Children are entitled to expect that all adults will respect, uphold and preserve their rights and to ensure that their feelings and wishes are considered.

Children should have the opportunity to make choices and develop a sense of responsibility for their own actions appropriate to their age.

Children, parents and carers should not be discriminated against, particularly in relation to colour, age, race, religion, gender, disability medical conditions or background.

Parents should be recognised and respected as children's first and continuing educators.

## 2. Our Purpose

We offer a Part-Time Service as defined in the Child Care Act 1991 (Early Years Services) Regulations 2016. These are the regulations that govern our service and we are inspected under these regulations by Tusla, the Child and Family Agency.

**We cater for children aged 3 years to 6 years. We open 38 weeks per year and daily from 8:15am-12:45pm, Monday to Friday. We have capacity to cater for 24 children at any one time and our ratios are listed in this booklet. This service is privately owned and managed by Karenina Dunne and managed by Marian Gartland.**

### KEY PERSONNEL:

<b>Manager (Person in charge):</b>	Marian Gartland
<b>Deputy in the absence of Manager:</b>	Laura O'Mahoney
<b>Health and Safety Officer:</b>	Marian Gartland
<b>Fire Officer:</b>	Laura O'Mahoney
<b>First Aid Co-ordinator:</b>	Marian Gartland
<b>Designated Liaison Officer:</b>	Marian Gartland
<b>Deputy Designated Liaison Officer:</b>	Karenina Dunne
<b>Data Controller:</b>	Karenina Dunne
<b>LINC Coordinator</b>	Laura O'Mahoney

**KEY INFORMATION:**

<b>Opening Hours:</b>	8:15am-12:45pm
<b>No of Weeks per year opened:</b>	38
<b>Closures:</b>	July and August, 1 week at Halloween, 2 weeks at Christmas, mid-term in February and 2 weeks at Easter. Refer to school calendar for exact dated.
<b>Capacity:</b>	24
<b>Age Range:</b>	3 years to 5 years
<b>Ratios:</b>	3 – 6 years: 1:8 minimum   1:11 maximum
<b>Curriculum:</b>	Montessori, Play Based, Forest School
<b>Funding Schemes Offered:</b>	The FREE two-year preschool programme (ECCE) CETS, TES, CCS, CCSP
<b>Address:</b>	St. Philip & St. James' Parish Centre, Cross Avenue, Booterstown, Blackrock, Co Dublin
<b>Phone Number:</b>	086 3110668
<b>Email:</b>	montessoriorworld@gmail.com

**3. Our Facilities**

- Large fully fenced outdoor space.
- 2 large, bright, spacious rooms
- Safe set-down area on Cross Avenue.
- Trained and qualified staff

#### **4. What you Should Bring for your Child.**

Parents/guardians are required to provide the following, clearly marked with the child's name:

- Uniform is a navy tracksuit with white aertex and runners
- A full change of clothes
- Wellington boots
- Sun hats
- Sun cream (with permission from parents/guardians that Service may apply same)
- Any prescribed medications
- Packed lunch with a drink bottle. Please see information below on healthy snacks

*Please follow any special requirements now in place during the COVID emergency.*

*See policy and parental agreement*

#### **What not to bring**

We don't encourage your child to bring their own toys, apart for a small comforter. Children are not allowed mobile phones or tablets.

#### **5. Curriculum**

We are fully committed to being guided by the principles of Síolta and the national curriculum framework Aistear. We recognise how important high quality early childhood experience can be in children's lives. This Curriculum aims to encourage active learning, problem solving, effective communication, creativity and socialisation. It aims to give children a good start which will benefit their long-term success in life. This service recognises the diversity of experiences and relationships that shape children's lives.

#### ***Aistear, the Early Childhood Curriculum Framework:***

*Aistear* is Ireland's curriculum framework for children from birth to six years. It assists us plan for and provide challenging and enjoyable learning experiences that can enable all children to grow and develop as competent and confident learners in the context of loving relationships with others. *Aistear* describes the types of learning and development that is important for children in their early years and offers ideas and suggestions on how these might be nurtured.



We use the Aistear guidelines to help plan our curriculum. We also encourage you as parents to research this curriculum framework and the benefits of play. The research is so clear about the benefits of play, so it is not surprising that play is central to the Irish early childhood curriculum framework. The Irish word 'Aistear' means 'Journey' and together we look forward to supporting your child's learning journey in Our World Montessori.

We encourage learning through free play with a range of activities including imaginative play, books & storytelling, music activities, sand and water, arts and crafts and energetic play. We encourage messy play as we believe the benefits are enormous for children. We believe that the 'process' of making a piece of artwork is more important than the 'End product' so make sure you support your child when they present their masterpieces to you and remember it was created from their imagination and their wonderful skills.

#### **Computers and Internet Access:**

Children do not have access to computers or the internet in our Service.

**We follow the Montessori Curriculum philosophy, and our school has the following areas.**

#### **Practical Life:**

The Practical Life section lays the foundation for all other work to be done in the classroom. The activities are everyday tasks that a child needs to learn to master the care of self and care of the environment. Such activities include pouring, sweeping and tying, as well as courtesy. The activities are presented to the child in such a way that concentration, coordination, independence and order are developed.

#### **Sensorial:**

The goal of the Montessori sensorial section is to educate the child's senses. The curriculum area contains Montessori-specific materials that help the child refine his or her experience of sight, sound, touch, taste and smell. In addition, the materials of this section are modelled on scientifically based concepts. Sensory experience, with these specially selected materials provides children with the first step in understanding abstract concepts.

**Maths:**

Maths in the Montessori classroom can be separated into a few major categories: beginning counting, advanced counting, the decimal system, rational numbers (fractions) and the operation of addition, multiplication, subtraction and division. Concepts are presented in a very concrete way so that children are not only able to count but work with square numbers and thousands.

**Language:**

Montessori language curriculum is an integrated approach that combines phonetics and whole language. The child is introduced to letters and sounds. After several sounds, he can begin to spell and read words by linking these sounds together.

**Culture:**

This topic integrates geography, history, science, art, music, yoga, meditation etc. The children study different areas of the world, and experience concrete examples of that area's language, literature, dress, food, artwork and music, both past and present. This increasingly important area introduces that child to our planet's great diversity of people.

**6. Summer Camp**

Our annual summer camp is full of fun-fuelled, supervised activities. Please contact the Manager for more information. The camp is a great way for the new children to be introduced to the school and our team.

**7. Admission and Enrolment**

We aim to be clear and transparent about our enrolment policy.

- Priority will be given to siblings of children attending our service. Places are then allocated on a first-come, first served basis. Links for applications for the next 3 years can be found on our website.
- A waiting list is established when all places are taken and child at top of the list is given first available place depending on availability for the type of place required.
- Children with additional needs and disabilities are welcome based on the resources available to us and any decisions regarding enrolment will be made in the best interest of the child. Please let us know of additional needs as early as you can, to enable us to have AIMS supports in place in advance of commencement of place.
- Parents/guardians are required to complete the Registration Form.

- All details regarding a child must be completed and any relevant important information or specific diet or health requirements must be noted.
- Children must be toilet trained before starting in ECCE free preschool programme.
- A deposit of €250 is payable for part-time places. This is non-refundable, but will be offset in the first month's fee. The Part-time fee is €700 per month.  
when the child is successfully registered on the scheme. The ECCE part-time fee is €450 after the grant has been deducted. Please refer to the current Parent Statement found on the website.
- We are open for ten months, September – June. We ask for a ten-month commitment, refer to the cancellation info and minimum notice period.
- We ask you to clarify any guardian or custody information that may be relevant at Registration

## **8. Clothing**

We have a uniform of a navy tracksuit with a white polo shirt/long sleeve t-shirt. We choose this as the children have more physical freedom to play, get messy and ease when going to the toilet. Velcro shoes are also preferable. All long hair must be tied up.

## **9. Allergies**

Please inform us if your child suffers from any allergies. This is recorded on the Registration Form. A Care Plan may be required, especially if your child needs lifesaving medication. Management will discuss this with you.

## **10. Attendance**

It is essential to the efficient running of the service that you inform the Manager if your child is unable to attend the service and follow up with a telephone call to inform the Manager when your child will be returning. It should be noted that the income received by the service from the Department of Children and Youth Affairs is based on the regular basis. A register of the times and days that children attend is kept. Continued failure to attend may result in your child's place being withdrawn. If a child is absent for 4 weeks, he/she will become a 'leaver' on our system. If a child is absent for more than 4 weeks (without notice) the place can be filled by another.

## 11. Children with Additional Needs

We are committed to providing all children with the opportunity to access our service regardless of their ability but within the expertise and resources available and in accordance with the best interests of the child. Your child may benefit from assistance from AIM, the Better Start **Access and Inclusion Model** (AIM) which is designed to ensure that children with disabilities can access the Early Childhood Care and Education (ECCE) programme. **This applies to ECCE children only.**

Please talk to us about this if you think your child is eligible for supports under this programme. There are a range of possible supports available.

For more information check <http://aim.gov.ie/>

## 12. Fees

- Please see our Parent Statement for details
- Fees must be paid monthly, in advance.
- Fees must be paid by standing order.
- A receipt will be issued upon request.
- A deposit of €250 is payable to hold the free ECCE place. This is refundable when the child is successfully registered on the scheme.
- A deposit of €250 is payable for part-time places. This is non-refundable and used as part of the initial months fee.

### Reviewing Fees:

- Fees are reviewed annually
- Parents/guardians will be informed by giving service notice of increase in fees.
- Increase in fees each year will be related to the cost-of-living increases and/or exceptional cost circumstances.

### Payments in relation to Holidays or Illness of the Child/Children:

- Parents/guardians will be required to pay for any days/weeks that their child/children do not attend the service.
- In the case of a long term, medically certified illness of a child, parents/guardians are advised to keep in contact with the manager on a regular basis. Further arrangements will be discussed with the Parent/Guardian.

- There is no reduction in fees for Public Holidays as they are accounted for in the 183 days, we are open.

**Closure in Exceptional Circumstances:**

In the event of the closure of the service in exceptional circumstances, that is beyond the control of the Management i.e. adverse weather conditions full fees for the closure period will be payable unless the situation continues beyond a reasonable time.

**Late Collection of Child/Children from the Preschool:**

- Parents/guardians are advised to keep within their agreed time for collection of their child/children for the above reasons. We require that all children should be collected by the designated time in order that the service may follow health and safety practices to ensure that the service may close safely.
- Please see the Collections and Arrivals Policy and Procedure.

**Withdrawal of Children:**

Parents/guardians by signing this handbook agree to

- Give one months' notice, in writing, that the child/children are leaving the service.
- Management also reserves the right to request that the Parent/Guardian withdraw their child/children from the service if they are not 'settling in' or adapting to the environment. The Management agrees to give two weeks' notice of this to the Parent/Guardian so that they can make alternative arrangements.

**Non-payment of Fees:**

- Non-payment of fees may result in loss of placement.
- A repeated failure to pay fees may result in suspension or withdrawal of your child's place until the matter is resolved.
- Any delays in payments must be discussed in advance and agreed with management.

### **13. Working in Partnership with You**

- We recognise the importance of working in partnership with you and that you have a central role in educating your child.
- We have an “open door” policy where families are always welcome but where the needs of all of the children in our care are always the first priority
- We will give you regular information about your child’s progress and welcome your contribution – please share information with us
- We will hold annual meetings with parents/guardians.
- We also have a Comments and Complaints Policy if you encounter any problem.
- Please tell us of any difficulties that your child is experiencing at home such as bereavement, illness, relationship breakdown, a new baby – all these can change a child’s behaviour and we want to help
- If a parent needs to be contacted in relation to a concern about behaviour, we will do this in a helpful rather than a complaining manner and we will together, try to resolve the situation.
- Regular exchange of information with parents is important. Please inform us of change of personal details (e.g.) new house, phone number.

#### **Software App:**

ChildDiary - The app allows us communicate information and images direct to mobile phones so that you can follow your child’s progress with us. We also use WhatsApp to communicate with parents/guardians.

### **14. Settling In**

We aim to ensure children feel safe and secure in the absence of their parents/carers. We will therefore endeavour to make the settling-in process a positive experience for children and will work closely in partnership with parents/carers to ensure this is achieved. We recognise that in some cases there may be particular difficulties experienced by children, parents/carers, and staff during the settling-in period and we are prepared to explore and consider various ways of settling children into the service. All children are individuals, and we plan to meet their individual needs and resolve any difficulties quickly and smoothly. If you are experiencing challenges in relation to settling your child, we will work with you to assist in making this transition.

## **15. Attendance, Arrival and Collection**

### **Attendance:**

It is essential to the efficient running of this service that you inform the Manager if your child is unable to attend the service and follow up with a telephone call to inform the Manager when the child will be returning. A register of the times and days that children attend is kept.

### **Arrivals:**

- Parents/guardians gain access to the service by ringing the bell.
- A member of staff will register each child on arrival.
- Parents/guardians are asked to ensure that all external doors are securely closed for the safety of all the children when they leave.
- If a child will not be attending, we request that parents/guardians advise us.

### **Collection Policy:**

- Parents/guardians must collect their child by the agreed collection time. Parents/guardians will be asked to give the names of at least two other people who are authorised to collect the child. If the parent is late arriving to collect the child, the person in charge will endeavour to contact the parent. In the event of being unable to contact the parent, the person in charge will contact the other named persons to collect the child. Make sure you inform those named on the Registration form as collectors.
- Children will not be released into the care of a person under the age of 18 years or to a person who appears to be incapable of caring for the child. Should this situation arise, the staff will contact an authorised collector. If no one is available to collect your child, we may have no option but to contact the TUSLA social work child protection team or Gardai.
- We ask that parents/guardians to do not collect their child from the service while under the influence of alcohol. This can lead to embarrassment and worry within the team. If parents/guardians feel that this situation may arise they should arrange for an authorised collector to collect their child.
- In the event of a parent collecting another child a prior arrangement must be made.

**Attempted collection by a person who is not on the child's records:**

Children should be collected only by the adult/s named on the Collection Authorisation. Should the parent/guardian have an emergency and neither they nor the collector is available they may nominate an emergency person. This must be done by email or text where a full description of the collector is given. The parent will give the collector a password to use for verification purposes and ID must be presented. We will verify this arrangement by calling the parent as a double check before releasing the child.

**Late Collection of Children:**

We understand that sometimes a parent is unavoidably delayed when coming to collect their child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents/guardians in this situation must contact the Manager to say that they will be late and arrange with staff what to do. Please also understand that staff have commitments themselves and lateness has a knock-on effect on their personal lives.

**Early Collection of Children:**

We have a complete open-door policy. However, ask that parents/guardians to let us know if they will be picking up their child early and if they are in a hurry so we can have the child ready.

**Late Drop Off:**

We ask that children be dropped off at the correct time to avoid disrupting the group once they have started and so that the child benefits from the full daily programme.

**Separated and Divorced Parents:**

Married parents are automatically joint guardians of their children. Neither separation nor divorce changes this.

- We cannot refuse either parent to collect their child unless a court order is in place.
- We ask that parents give us information on any person that **does not** have legal access to the child.
- Where custody of a child is granted to one parent, we would ask parents to clarify the circumstances with us. This information will remain confidential and will only be



made known to the relevant staff. If there are any legal documents i.e., custody order, barring order we would ask parents to provide us with a copy to keep on file.

**Attempted collection by a parent who has been denied access in a court order:**

- A parent who has been denied access to a child through a court order will not be permitted on to the premises
- If the parent who has been denied access becomes threatening or violent and insists on removing the child from the service, this will be viewed as trespassing. The service will in this event contact the Local Garda.

By law, an unmarried mother is the automatic guardian of a child born outside of marriage. In some circumstances, unmarried fathers have automatic access. The service should be informed about access rights. Unmarried fathers will automatically become guardians of their children if they meet a cohabitation requirement. An unmarried father who cohabits for 12 months with the child's mother, including 3 months following a child's birth, will automatically become the child's guardian. This provision is not retrospective, so guardianship will only be acquired automatically where the parents live together for at least 12 months after 18 January 2016.

## **16. Car Parking**

- We do not have on site car parking availability for parents/guardians.
- There is plenty of on-street parking.
- We ask parents to drive slowly and be aware of children in the area.
- Please do not cause obstruction in the area.
- There is no car access into the church grounds during school hours as children's safety is paramount. Parking is for staff of the Primary school, Montessori school and the Barrett Cheshire home only.

## **17. Comments and Complaints**

We love compliments! You are welcome to make any suggestions, comments or complaints to the Manager. We believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We will give prompt and serious attention to any concerns about the running of the service. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures

for dealing with any concerns or complaints that are raised. If you wish to make a complaint, please consult the complaints policy. [Main policies and guidelines can be found in the main hallway of the school.]

## **18. Confidentiality**

We respect the right for all information, records and observations to be treated with respect and with due attention to confidentiality and privacy. Information will not be shared with third parties, unless required under law or Child Protection/Safeguarding Guidelines. For more information, please see our full policy on confidentiality and our Child Protection GDPR policy. We also have a Privacy Notice that explains the data that is collected, stored, shared and retained under the regulations.

## **19. Equal Opportunities**

Equal opportunity for children to learn is a fundamental aspect of this service curriculum. Equality means open access for every child and family to participate in the service's activities. This service is committed to promoting equality of opportunity. We promote equal opportunities through a wide range of policies and procedures that are reflected in the practice of our early years setting. This service is committed to promoting equality of opportunity:

We encourage children to celebrate difference and multiculturalism

We encourage children to show respect for all cultures, religions, races, abilities, disabilities, and genders

We help children to become empathetic and considerate to their peers

We foster a sense of fairness and respect and we will challenge any discrimination

We nurture each child's identity and self-concept

We try to use our curriculum and equipment to encourage acceptance of all others, irrespective of cultural background

Children will be discouraged from gender stereotyping

Boys and girls are to have equal opportunity and be actively encouraged to use all activities.

Any discrimination (language, behaviour or remarks) by children, parents/carers or staff/volunteers is unacceptable in our service

We aim to show respect for and awareness of all major events in the lives of the children and families in the service and in the wider society.

**Note:** We are always delighted to learn about different cultures and to celebrate diversity. If you can help us in this regard, please let us know.

## **20. Supporting Positive Behaviour**

We believe that children should be encouraged to grow and develop to their full potential in a suitably planned environment. The children will know what is expected of them, and where clear limits are set, appropriate to their age and stage of development and any special needs they may have.

We have a comprehensive policy available on request.

- We want your child to enjoy his or her time with us.
- We believe in children's ability to control their own lives, to make choices and accept responsibility for their actions.
- We use a positive approach to behaviour management and encourage good behaviour.
- We encourage children to respect themselves, each other and property. We aim to provide a happy, caring environment with challenging activities.
- In the case of a particular incident or persistent unacceptable behaviour we always discuss ways forward with parents.
- On very rare occasions and where, together with parents, we have worked to resolve a severe behavioural issue we may have to terminate the place. This is a last resort, and such decisions will be made in the best interest of your child and other children attending the setting.

## **21. Observations and Assessments**

In order to plan, prepare and organise for good quality care and education, adults need to observe children, review and evaluate the curriculum regularly and maintain systematic records. By observing how children respond to activities, staff will be able to evaluate if the activities and resources they have provided meet the needs of all the children and helps them to plan a broad, balanced and appropriate curriculum. Observations also enable staff to provide challenges and extensions so that each child is able to progress. All observations / records / assessments will be treated with confidentiality. Sharing observations with parents/carers strengthens the partnership

between the home and the service, giving understanding and information and allowing staff and parents/carers to do their best for each child.

## **22. Health and Safety**

The safety and wellbeing of every child attending our service is paramount. For the full risk management policy and health & safety policies consult the full policy and procedure document. We will assess any potential risks to the safety of the pre-school children, employees or visitors attending the school, and will take the necessary steps to either eliminate those risks or mitigate them.

## **23. Child Safeguarding**

**The full and comprehensive Child Safeguarding Policy is available. Please ask the Manager for details.**

We have a duty to care for every child attending our service. We will follow *Children First: National Guidance for the Protection and Welfare of Children and Our Duty to Care* published by the Department of Health and Children in this regard. This details our responsibilities and outlines the reporting procedures that we use if we are concerned about the welfare of a child.

**The Designated Liaison Person is Marian Gartland and her contact details will be displayed on the Parent's Notice Board in the hallway, alongside our child safeguarding policy. All our staff are mandated to report any concerns of abuse.**

## **24. Healthy Eating**

The service promotes healthy nutritional choices. We always sit with the children and supervise them when eating and drinking snacks or meals. Snack time will be enjoyed, and socialisation and interaction encouraged. Children are encouraged to feed themselves as appropriate to their age and stage of development.

Please let us know if your child has an allergy or dietary/religious/cultural food preferences. Cultural and religious dietary habits are respected. Parents/guardians are requested to provide details of foods that children can or cannot eat.

If your child has a severe allergy that requires medical intervention (e.g., epi-pen) we will develop an emergency care plan with you and ensure our staff are trained in medication management. If children attending have a severe allergy to a food such as nuts parents will be asked to exclude this from their lunch-box. Some children are allergic to peanuts/nuts. We request that parents/guardians do not include these in their child's snack.

- The Service provides a snack for the children and parents/guardians may provide a small lunch-time snack.
- We do not allow fizzy drinks, sweets, chocolate, crisps, popcorn, nuts or nut spreads.
- Food portions should be age and stage appropriate.
- Healthy eating is promoted through an arrangement of activities for the children including play, stories, music, cookery etc.

#### **Snack Definitions:**

- 1 food from 2 of the 4 food groups

<b>Fruit and Dairy:</b>	Glass of milk and handful of raspberries
<b>Dairy and Carbohydrate:</b>	Cheese cubes and salt free crackers
<b>Carbohydrate and Fruit:</b>	Halved cherry tomatoes and bread sticks
<b>Protein and Carbohydrate:</b>	Salmon on brown bread fingers

#### **Drinking water is always available.**

Parents/guardians will know if children have not eaten their lunch, as the lunch box is sent home with the uneaten food. We will inform parents/guardians if we are concerned or if they haven't eaten well.

#### **Lunch Box portions:**

We advise parents/guardians to use their child's 'cupped' hand as a good indication of recommended portion size.

## 25. Outdoor Play

Outdoor play is essential to early childhood development. Children learn social skills by interacting with other children, with adults, and even with objects and natural materials found in the environment. The outdoor environment exposes children to opportunities to explore, question, and develop theories about how things work. Negotiation, language, and cooperation are all skills that develop through a well-planned outdoor curriculum. Outdoor play, physical activity and fresh air are important to children's overall health and wellbeing.

Outdoor play is an important part of our daily curriculum. We aim to ensure that children play outdoors every day. Our intention, through our outdoor programme is to enhance gross motor skills, co-ordination, balance and body awareness.

It also gives children opportunities to socialise freely and use imagination and initiative.

### **Clothing:**

It is important that children are dressed appropriately for outdoor activity. Parents are asked to ensure their children have the appropriate attire for the weather including hats and coats. Spare clothes and sun cream must be supplied by parents and everything should be labelled.

**Uniform:** for the comfort and easy toileting the children are asked to wear

- a navy tracksuit with a white aertex.
- A pair of runners

## 26. Risky Play

A natural part of children's physical play involves engaging in play that is challenging and somewhat risky. Providing opportunities for all children to encounter or create uncertainty, unpredictability, and potential hazards as part of their play is extremely beneficial to children's development. This does not mean putting children in danger of serious harm.

Good risks and hazards in play provision are those that engage and challenge children, and support their growth, learning and development. These might include being in touch with the natural environment and loose materials that give children the chance to create and destroy constructions using their skill, creativity and imagination.

Bad risks and hazards are those that are difficult or impossible for children to assess for themselves, and that have no obvious benefits.

In our setting, we are aware of and alert to possible dangers, while recognising the importance of encouraging young children's sense of exploration and risk-taking. We maintain children's safety, while not unduly inhibiting their risk-taking.

## **27. Security**

- The main door is locked for security reasons and there is no unauthorised access.
- Parents are requested not to admit anyone else into the service whilst entering or leaving unless they know them and to check that all doors are securely closed behind them, at all times

## **28. Accidents and Incidents**

If your child is involved in an accident or incident a record will be written up and shared with you. You will be asked to sign these records. Staff members at this service are trained in First Aid and will treat minor injuries. If a child needs to attend hospital a staff member will travel too.

## 29. Infection Control Policy, Illness and Exclusion

### Policy Statement

It is the priority of **Our World Montessori** to protect all children attending our service and all persons working in our service from the transmission of infections. The health and well-being of all children, staff and visitors to our service is paramount and our aim is to prevent and manage any infection which may be present in the service. This policy is available and communicated to all parents, children and staff.

### Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Child Care Regulations (The Child Care Act 1991 (Early Years Services) (Amendments) Regulations 2016. and the Tusla Quality and Regulatory Framework.

### Rationale

Infection can lead to serious ill-health among children. Infection control procedures seek to reduce the risk of children getting sick in a service by ensuring good hygiene is followed and the risk of infection is minimised. This will be communicated with parents, so good hygiene and infection control practices will be carried over from the service to home and vice versa.

### Risk Assessments

- Risk assessments will always be undertaken by staff to assess if activities, actions or environments posts risks from an infection control standpoint to the children and staff of Our World Montessori.

### Hand washing

- Our World Montessori has a hand washing policy which all staff promote and model for children, after using the toilet, before eating/preparing food, after wiping noses, waste disposal and mopping up spills.
- Staff must wash their hands, before preparing or serving food, before eating or drinking, after going to the toilet, assisting children going to the toilet, dealing



with bodily fluids, cleaning procedures, caring for sick children, handling soiled clothing, dealing with waste and after removing disposable gloves.

- A wash hand basin is provided in each room with a constant supply of hot (no greater than 43c) and cold running water, liquid anti-bacterial soap and paper towels. A wash hand basin is also available in all bathrooms & kitchen.
- Children are encouraged to wash their hands with warm water and liquid soap under supervision after visiting the toilet, before eating, after sneezing, coughing or blowing noses, after handling animals, after touching a cut or sore and after outside play and activities. Clear guidance on handwashing is outlined for children and staff alike in our service.
- Staff will supervise and assist children to encourage effective handwashing, appropriate to their age.
- Our World Montessori has number of hand sanitiser stations – all staff are encouraged to use and to follow our handwashing policy.

### **Food preparation**

- Staff always wear gloves when preparing and serving food and wash hands after removing gloves.
- Staff always wash their hands after prepping food and removing waste food and materials.
- Perishable food is kept in a refrigerator, between temperatures of 0 and 5 Celsius. Any perishable food left at room temperature for more than 2 hours will be discarded safely.

### **Cleaning and the premises**

- All staff are aware of their role in maintaining high standards of hygiene.
- Our World Montessori reinforces good practice regarding keeping the environment and premises clean and safe.
- Spillages of blood, faeces, urine, vomit or other bodily fluids or excretions are cleaned immediately and with priority. Disposable tissue paper and mops are not be used for these and extreme caution is exercised at all times.
- Daily, weekly and monthly cleaning schedules are in place and records kept.

- Our premises are free from pests and rodents and we have a contract with an external agent who checks our premises on a monthly basis.
- All staff receive regular support & supervision in relation to infection control and training is provided.
- We carry and maintain a good stock of cleaning products and tools to ensure that hygiene practices can be carried out at all times. Adequate supplies for cleaning are provided to be used, like clean cloths, gloves, aprons, mops, buckets and detergents.
- Toys and play materials are cleaned daily, with attention placed on especially soiled items. They are not brought into the toilet. Toys are chosen that are easy to clean and disinfect.
- Toys that children put in their mouths are washed after use or before use by another child.
- Personal soft toys and items like blankets are not shared.
- Toilets, floors, shelves storing bags, tables and chairs and other areas are cleaned daily to help decrease the spread of infection, cleaning agents used are detailed on our cleaning schedules.
- Any soiled clothes are placed in a plastic bag, sealed and sent home with parents/guardians.
- At least once a day, even in winter, all rooms in the service are aired out.
- Master cleaning schedule located in the office and cleaning schedule for each room is on the walls in each care room.

### **Toileting**

- Toilets are adequately ventilated, by window ventilation.
- A wash basin is included in the toilets with hot and cold running water and access to liquid soap and paper towels.
- Staff that are changing a child after soiling use disposable gloves that are removed before re-dressing the child.
- All staff are be fully trained and briefed in infection control.

### **Immunisation**

- Our immunisation policy is followed at all times with all children and staff.

- Children's immunisation records are obtained when children begin in Our World Montessori. Parents are asked to update Our World Montessori when children receive additional immunisations.
- Parents have a right to choose to whether to immunise their child or not.
- If a child is not immunised, for their own safety they may be excluded from Our World Montessori if an infectious disease that they are not immunised against is circulating. Parents will always be consulted on this. We always work in the best interests of children's health.
- We provide information leaflets on immunisation schedules, oral hygiene and prevention of infection to parents.

### **Procedure for Managing an infectious illness**

- Children are encouraged to cover their nose and mouth with a tissue before sneezing or coughing. Hands are washed after blowing noses, sneezing or coughing.
- Staff will report any illness to the manager/designated person in charge.
- Unwell children, with a temperature and/or specific signs and symptoms, will be excluded from the service until a diagnosis can be made. Staff can and will use their discretion when admitting a child back into Our World Montessori, if they believe the child is still ill and cannot take part in their usual activities.
- Any child is displaying symptoms of respiratory illness or any symptoms of COVID-19 should not attend the service and should follow guidance advised by HSE.
- Any child who has tested positive for COVID-19 should follow the guidance advised by HSE.
- Parents are advised to contact the service as soon as possible if their child is unwell and unable to attend.
- Children should remain at home if they are suffering from general diarrhoea or vomiting for at least 48 hours.
- We ask that a child with green/red infected mucus in their nose remain at home until it is a clear colour.
- A plan will be drawn up to help prevent the spread of the illness and the [HSE guidelines: Managing an infectious disease in childcare setting](#) will be followed.

- Communication will issue to parents if there is an infectious disease circulating in Ou World Montessori.
- Notifications will be What's app'd and placed on our noticeboard should any outbreaks be ongoing in Our World Montessori.

### Exclusion table:

The following exclusion periods are followed in Our World Montessori. In certain instances, the exclusion period may be longer than outlined below:

WHEN SHOULD MY CHILD RETURN TO SCHOOL/ CHILDCARE?				
<b>Chicken Pox</b> When scabs are dry	<b>Conjunctivitis</b> No need to stay out*	<b>Diarrhoea or Vomiting</b> 48 hours after the last episode	<b>Flu</b> 5 days after start of illness	<b>Glandular Fever</b> No need to stay out*
<b>Hand, foot &amp; mouth</b> No need to stay out*	<b>Head Lice</b> No need to stay out*	<b>Impetigo</b> When scabs are dry or 24 hours after starting antibiotics	<b>Measles</b> 4 days after rash appears	<b>Mumps</b> 5 days after swelling appears
<b>Scabies</b> After first treatment	<b>Scarlet Fever</b> 24 hours after starting antibiotics	<b>Slapped Cheek</b> No need to stay out*	<b>Threadworms</b> No need to stay out*	<b>Whooping Cough</b> 5 days after starting antibiotics or 21 days after start of illness

This information is based on the Management of Infectious Diseases in Schools guidance document. \*No need to stay out if child is well but school or childcare provider should be informed.

### Notifiable disease:

- A list of notifiable diseases is available from the [HSE](#). In the case of notified diseases or if the illness spreads the manager will notify the Tusla Early Years Inspectorate by filling out the [Notification of Incidents Form](#) and the HSE Public Health Department.
- When we have been contacted by the Department of Public Health, HSE, in our area and have been advised that we have a confirmed case as listed we will contact Tusla, Early Years Inspectorate. The Department of Public Health Medicine will advise as to the next steps regarding precautions to be taken in our premises and follow up of contacts and procedures.

- Parents will be informed verbally and in writing if an outbreak has occurred – all reasonable information on the outbreak will be provided to them.
- Tusla will be notified of any incidence of COVID-19 in the setting.

You have entrusted your child into our care, and we aim to ensure this environment is as healthy as possible and we want to minimise your child's risk of infection. We encourage you to get your child immunised according to the HSE recommendations.

Children with the following cannot be admitted to the service:

- Acute symptoms of food poisoning/gastro-enteritis.
- An oral temperature over 37.5 degrees C. Children that have a temperature will not be allowed to come to the centre and will be sent home. If a child develops a temperature while at the centre and it will not come down the parents will be called, and the child will be monitored, and temperature recorded until their arrival.
- An earache.
- A deep, hacking cough.
- Severe congestion.
- Difficulty breathing or untreated wheezing.
- An unexplained rash.
- Vomiting (in last 48 hours). Children who vomit in the centre and are sent home will not be allowed back into the centre until at least 48 hours has passed
- Diarrhoea (in last 48 hours).
- Complaints of a stiff neck and headache with one or more of the above symptoms
- Lice or nits until they have been treated
- An infectious /contagious condition.
- Infected mucus i.e., green/blood-stained mucus or stuffed nose
- A child who is on an antibiotic for less than 48 hours

If a child becomes ill at the service parents will be contacted so that the child can be taken home. If, for some reason, the parent cannot collect they should organise an authorised adult to collect their child. All children must provide up to date record of immunisations. Should there be an outbreak of any infectious disease or incident you will be informed.

**Head Lice** are very common amongst children. All parents should check their child's head regularly for lice. If there is an outbreak you will be informed. If your child is

infected, you will be asked to refrain from bringing your child to the service until it is cleared.

### **30. Medication**

**We do not routinely administer ‘Calpol’ or other non-prescription/prescription medications. We only administer medicines with the correct signed permission.**

Medicines must only be brought into this service for administration by the staff when it is essential. This means where it would be detrimental to the child’s health if it were not to be administered. Medicine should be in its original container with the doctor’s instructions. We cannot administer medication without its original packaging. We cannot administer medication not licensed for the age of your child or where the instructions are not written in English.

If your child has an allergy or a medical condition such as diabetes, epilepsy etc. you will be asked to complete a medical emergency care plan.

### **31. Fire Safety**

All our staff are trained in fire prevention and evacuation. Your child will participate in monthly fire drills. **The Designated Fire Safety Person is Laura O’Mahoney.**

### **32. Photographs and Other Recordings**

We occasionally take photographs or video recordings of the children and these will be sent via our ChildDiary app also placed into their personal journals. You will be required to give consent to allow this

- Parents are only permitted to take photos or video record their own child at the discretion of the Manager.
- You will be asked to sign a photo consent form upon registration and the ChildDiary permission.
- We will dispose of photos in accordance with our Child Safeguarding Policy

### **33. Data Protection**

Under the provisions of The Data Protection Acts of 1988 and 2003, and the 2016 General Data Protection Regulation (GDPR) this service has appointed a “Data

Controller” to manage the storage of personal information about staff, children and families in its computerised and manual records. All data is stored confidentially.

**The Data Controller is Karenina Dunne.**

### **34. Staff**

It is the policy of this service to recruit and select the best candidate for any vacant position within our Service. All our staff are qualified, and their qualifications are on display. Our staff are one of the key resources we have in achieving our aims and objectives of providing good quality care to the children in our Service. All staff are Garda vetted and reference checked. We are committed to training and development of staff in order to meet and exceed your expectations.

### **35. Withdrawal from the Service**

Parents/guardians sign up to agree in the Parents/guardians Fee Agreement Form that they will:

- Give 4 weeks’ notice, in writing, that the child/children are leaving the service.
- Management also reserves the right to request that the Parent/Guardian withdraw their child/children from the service if they are not ‘settling in’ or adapting to the environment. The Management agrees to give two weeks’ notice of this to the Parent/Guardian so that they can make alternative arrangements.

**And finally, ...**

***We would like to thank you for choosing us for your child’s early education and we assure you of our best attention at all times***

### **36. Privacy Statement**

#### **Your Personal Data - What the Service Needs:**

Our World Montessori is what is known as the ‘Controller’ of the personal data you provide to it. We take your privacy seriously and will only use personal information about you and your child to provide the services you have requested from us and administer your account.

We collect a variety of personal data to be able to deliver the service requested by you. Most of this data is captured on an enrolment form or on the forms required to obtain government funded fees or fee subsidisation (where applicable).

**The Booking/Expression of Interest form** includes name, and contact details of the child and his/her family for the purpose of adding the child to a waiting list. This will be kept for the duration of the waiting list and will be destroyed when the waiting period expires, or the child is removed from the waiting list by the parent/guardian.

**The Enrolment Form** includes your name, address, details of your child including date of birth plus further detail on any specific medical and other relevant health-care details, and history necessary to allow us to ensure the welfare and safety of your child. Because of the sensitive nature of much this information, you will be asked to confirm your consent for us to collect and hold the information before it does so. We also ask you for other permissions regarding other data such as photographs etc

In addition to this, the Service will, at your request and again with your consent, gather additional information on your nationality, religion, and ethnic origin, if you believe this to be an important factor in providing the appropriate care and support for your child.

The enrolment form also collects the contact details and phone numbers of your child's emergency contacts and authorised collectors. You are required to ensure these persons agree to their information being stored and you will be asked to confirm this on the enrolment form.

**The Funding Form** may collect personal data including your PPS number and your social welfare status. This is only collected to allow us process funding applications on your behalf to allow you access subsidies or free care and education for your child (where eligible and applicable).

**Why the Service Needs Data/Purpose of the Processing:**

The Service needs your basic personal data to provide you with its services in line with this overall contract. The Service will not collect any personal data from you it does not need to provide and oversee this service to you.



**What the Service Does with Data/Disclosure:**

All the personal data is processed by management or by staff designated by Management. To deliver our services effectively, we may need to exchange your details with:

- The relevant funding bodies such as DCYA, Pobal, and the Childcare Committees,
- Regulators such as TUSLA or the Revenue Commissioners,
- Inspectors (TUSLA, Department of Education and Science and Health & Safety Authority), or
- External personnel such as HR contractors, accountants and professional advisors.

The Service has a Data Protection Policy in place to oversee the effective and secure processing of your personal data.

**How Long the Service Keeps Data/Retention Period and Criteria Used:**

The Service will keep your and your child's personal data for as long as he or she remains within the Service, and for the period afterwards required by the relevant statutory and legislative guidelines that apply. More information on the Service's retention procedures can be found by contacting the Manager directly at the addresses given below

**What are your rights?**

If you wish to see what information the Service holds on you or your child, simply contact the Manager either by post or email and we will endeavour to respond to you within 30 days of receipt of your request.

If at any point you believe the information the Services processes on you is incorrect, you may request to have it corrected. You can contact the Manager at the address shown below. If you wish to raise a complaint on how the Service has handled your personal data, you can also contact the Manager.

**Data Controller:** Our World Montessori, Karenina Dunne

**Contact Points:** Karenina Dunne, Marian Gartland, Louise Gartland

**Manager:** Our World Montessori, Marian Gartland

**Data Protection Officer:** Our World Montessori, Karenina Dunne

St. Philip & St. James' Parish Centre

Cross Avenue

Boosterstown

Blackrock

Co Dublin

Karenina Dunne 086 3110668

montessoriorworld@gmail.com

If you are not satisfied with our response or believe the Service is not processing your personal data in accordance with the law, you can complain directly to the Office of the Data Protection Commissioner at:

**Email:** info@dataprotection.ie

**Postal Address:** Data Protection Commissioner

Canal House

Station Road

Portarlinton

R32 AP23 Co. Laois

## **OUR WORLD MONTESSORI**

### **PLEASE SIGN and RETURN THIS SLIP**

**During the COVID Emergency a separate agreement should also be signed**

I have read the Parents Handbook and I agree to abide by the conditions therein.

I am aware that this service has comprehensive policies and procedures and that these are available to read upon request.

I have been given a copy of the Privacy Statement

Child's name is: \_\_\_\_\_

Date commenced at: \_\_\_\_\_

Parents Name(s) (Block Capitals) and signature(s):

1. \_\_\_\_\_

2. \_\_\_\_\_

Dated: \_\_\_\_\_

### **37. Forms for enrolment**

- **Expression of interest form- please find this on our website and choose the relevant year for your child**
- **Child registration form**
- **ECCE registration form**

### CHILD REGISTRATION FORM

#### Note to Parents/Guardians

*Please ensure that you read this form carefully and answer all questions. We have a responsibility under the Child Care Act 1991 (Early Years Services) Regulations 2016 to collect specific information relating to your child. Also, the more information we can gather the better quality a service we can provide. Thank You!*

#### BOOKING INFORMATION

START DATE \_\_\_\_\_ LEAVING DATE \_\_\_\_\_

PLACE TYPE: PART-TIME [ ] ECCE [ ]

FUNDING SCHEMES \_\_\_\_\_

DAYS PER WEEK \_\_\_\_\_ HOURS PER DAY \_\_\_\_\_

\_\_\_\_\_

<p><b>Other comments (for office use)</b></p>   
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**This form should be signed by the parents/guardians in the areas with \* and witnessed by the Service Manager or Designated Person in Charge.**

**Name of child** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Names of Other Children Attending the service** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_ **Relationship to child** \_\_\_\_\_

**Address:** \_\_\_\_\_ **(Tel) Home:** \_\_\_\_\_

\_\_\_\_\_ **Work:** \_\_\_\_\_

\_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_ **Relationship to child** \_\_\_\_\_

**Address:** \_\_\_\_\_ **(Tel) Home:** \_\_\_\_\_

\_\_\_\_\_ **Work:** \_\_\_\_\_

\_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Who may be contacted in an **emergency** if parents are not available?

**Name and Address:** \_\_\_\_\_ **(Tel) Home:** \_\_\_\_\_

\_\_\_\_\_ **Work:** \_\_\_\_\_

\_\_\_\_\_ **Mobile:** \_\_\_\_\_

#### Family doctor

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact number** \_\_\_\_\_

Medical history (Please outline any illnesses your child may have)

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**NOTE Medical Care Plans may be required**

Does your child have any allergies?            Yes \_\_\_ No \_\_\_

**If yes, please complete the Form Below**

What is the child allergic to?
What is the nature of the allergic reactions? e.g., anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
What to do in case of allergic reactions, any medication used and how it is to be used? (e.g., EpiPen).
Is Medication Used?
Control measures – such as how the child can be prevented from contact with the allergen.
Other Comments

To be filed in the child's records and be available to staff

**PRESCRIBED MEDICATION**

Parents must sign and complete a medication form before prescribed medication is administered. Prescribed medication must clearly state child's name, dosage, route of administration, date and expiry date. We can only accept medicine that has the original pharmacy label and is written in the English language.

**AGREEMENT FOR MEDICAL TREATMENT**

I hereby give consent to my child (name of child) \_\_\_\_\_ receiving medical treatment if a doctor thinks it is required as an emergency and I cannot be contacted following reasonable attempts to do so prior to such treatment being administered.

In the event of an emergency an ambulance will be called. The parent will be contacted and informed about the emergency.

\*Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_

**AGREEMENT FOR ANTI FEBRILE MEDICATION** The service will only administer 'Calpol' (paracetamol) or Nurofen (Ibuprofen) if a child becomes unwell and has high temperature of 38°C or over. If a child has a high temperature the parent will be contacted before staff administer the *temperature reducing medication* and they will be asked to collect the child.

My child **does/does not** have an allergy to anti-febrile medication.

I hereby give consent/do not give consent to (name of child) \_\_\_\_\_ to receive anti-febrile medication, in the event of a high temperature.

\*Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_

**IMMUNISATIONS**

6 in 1 (All)	Yes [ ]	No [ ]	Dates _____
Pneumococcal Conjugate Vaccine (PCV)	Yes [ ]	No [ ]	Dates _____
Meningococcal C (Men C)	Yes [ ]	No [ ]	Dates _____
Mumps / Measles / Rubella (MMR)	Yes [ ]	No [ ]	Dates _____
Haemophilus Influenzae B (HIB)	Yes [ ]	No [ ]	Dates _____
Oral Polio	Yes [ ]	No [ ]	Dates _____
Meningitis C	Yes [ ]	No [ ]	Dates _____

**We ask Parents to supply a copy of all vaccinations the child has received**

Copy of vaccination record attached?      Yes [ ]      No [ ]

I confirm that my child has been vaccinated on dates as above

Signed Parent \_\_\_\_\_ Date \_\_\_\_\_

I confirm that my child has been vaccinated but cannot access details of dates

Signed Parent \_\_\_\_\_ Date \_\_\_\_\_

Does your child have any additional special needs? *Note: You may be required to complete separate care plans in respect of your child relating to their additional/special need.*

\_\_\_\_\_

\_\_\_\_\_

**If your child is not vaccinated, we require you to sign a disclaimer form**

**SUN POLICY**

We ask parent(s)/Guardians to leave a 'sunny day bag' with sun hats, sun glasses etc. in our service. All children will be required to wear a hat when playing outside in the sun. The service will encourage all children to wear clothes that provide good sun protection e.g., sun hats, sunglasses. The service will also encourage children to cover very exposed areas of the skin, such as shoulders.

We ask parent(s)/Guardians to bring in a labelled bottle of unopened sun-cream of at least 40 SPF. Staff will apply the sun-cream to children before they go outdoors.

I give permission for sun-cream to be applied to my child \_\_\_\_\_ from the labelled sun cream supplied. The sun cream will be applied in the correct way all over the body and in the correct amount. I will bring in an unopened and labelled bottle of sun-cream of at least 40 SPF.

\*Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_

**I give permission for my child**

To have their photo taken (by tablet, app, camera, phone)	Yes [ ]	No [ ]	N/A [ ]
To be recorded on video for the purposes of communicating with parents	Yes [ ]	No [ ]	N/A [ ]
To have their photo uploaded to Facebook or other social media (if applicable)	Yes [ ]	No [ ]	
To have their photo uploaded to our website (pre-approved)	Yes [ ]	No [ ]	
To be observed by our professional staff and developmental checks to be carried out	Yes [ ]	No [ ]	
To eat birthday treats sent in from other parents (if applicable)	Yes [ ]	No [ ]	

To display photographs within the setting (including group photographs) Yes [ ] No [ ]  
 You may be asked to sign for other specific permission relevant to the service.

\*Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_

**CHILD PROTECTION**

We have a moral and legal obligation to ensure that all children in our care are protected, and their health and welfare are safeguarded.

Our staff are mandated to report any concerns

All staff in the service are vetted through the Garda vetting unit and have the correct qualifications to work with children. We act to protect children from harm, which may arise. It is our duty in this case to question the cause of any behaviour, bumps, bruises or unusual markings. Our main concern in the service is to safeguard and protect the welfare of children. We have a responsibility to identify report and record any suspicions of child abuse to Tusla the Child and family Agency. We have a responsibility to respond to all child protection concerns.

**COLLECTION AUTHORISATION**

I authorise the following people to collect my child \_\_\_\_\_ in the event of my absence. I acknowledge unless I have spoken to the Manager my child **cannot** be collected by any other person.

1. Name: \_\_\_\_\_ (Tel) Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Address \_\_\_\_\_

Relationship to child: \_\_\_\_\_

2. Name: \_\_\_\_\_ (Tel) Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Address \_\_\_\_\_

Relationship to child: \_\_\_\_\_

3. Name: \_\_\_\_\_ (Tel) Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address \_\_\_\_\_

Relationship to child: \_\_\_\_\_

**I confirm that the above persons have been informed by me that their details have been shared with the service**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Separated and Divorced Parents**

Married parents are automatically joint guardians of their children. Neither separation nor divorce changes this.

By law, an unmarried mother is the automatic guardian of a child born outside of marriage. In some circumstances, unmarried fathers have automatic access. The service should be informed about access rights. Unmarried fathers will automatically become guardians of their children if they meet a cohabitation requirement. An unmarried father who cohabits for 12 months with the child's mother, including 3 months following a child's birth, will automatically become the child's guardian. This provision is not retrospective, so guardianship will only be acquired automatically where the parents live together for at least 12 months (applies to children born after 18 January 2016.)

- We cannot refuse either parent to collect their child unless a court order is in place.
- We ask that parents give us information on any person that **does not** have legal access to the child.
- Where custody of a child is granted to one parent, we would ask you to clarify the circumstances with us. This information will remain confidential and will only be made known to the relevant staff. If there are any legal documents i.e., custody order, barring order we would ask you to provide us with a copy to keep on file.



**Please ensure the following are attached**

Copy of immunisation record  
Photo of child, parent/guardian and other collectors

**And if applicable**

Medical Emergencies Care Plan  
Other Care Plans  
Dr/Consultant Notes

**ALL ABOUT ME (THIS IS OPTIONAL)**

We believe it is important to know as much as we can about a child before they start our service. Completion of the following section of this registration form is optional for parents and guardians, but we believe it helps us to get to know the child and helps settle a child into the service if we know things about them.

Does your child have any brothers or sisters?

---

What are the names of other family members and other significant people close to the child?

---

Do you have any pets?

---

What languages are spoken at home?

---

What is your child's favourite food?

---

Has your child any previous experience of early childhood services/toy library/parent and toddler groups?

---

Does your child have any particular play interests at the moment, or particular toys he/she likes to play with?

---

What other things does your child show interest in or talk about?

---

Does your child enjoy and get involved in imaginative type play and/or activities such as drawing, painting, puzzles, and building?

---

Does your child enjoy books and listening to stories? Does he/she have any favourite rhymes, stories, videos or CD's?

---

How do you comfort your child when he/she is upset? Does he/she need any comfort toys?

---

Do you have any concerns or worries about your child's development?

---

Is there any other information you would like us to know?

---

Religion

---

Food: special diet, restricted foods

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**Data Privacy - Consent for Collection and Usage of your personal data**

**Please ensure that all parents or guardians whose information has been supplied in this form read and complete the following.**

I have read the Service's Privacy Notice, and I understand the reasons for requesting the personal information sought about myself and my child in this Registration form.

I consent to the collection and processing of the data given, for these purposes, by [Service name]

I understand that I can request a copy of this information, and revise or withdraw my consent by contacting the service at any time.

Parent or Guardian's signature (1)

\_\_\_\_\_

Parent or Guardian's signature (2)

\_\_\_\_\_

Manager/designated person's signature: \_\_\_\_\_

Date: \_\_\_\_\_